



Procedure

Relocation of classified teachers (school leaders and heads of program)

Audience

All state schools

Implementation Date: 22/06/2018

Version: 3.0

Purpose

This procedure outlines how a classified teacher (school leaders and heads of program) nominates their interest to relocate.

Overview

Relocation is the term used to reflect the transfer at level of classified teachers. Whilst the department provides opportunities for relocation it advocates that there needs to be an appropriate balance for each school location between vacant positions filled by relocation versus vacant positions filled by merit. Every effort will be made to relocate classified teachers into vacancies that match their particular skills and abilities within that context.

The Director-General or delegated nominee reserves the right, under the provisions of the [Public Service Act 2008 \(Qld\)](#), to authorise any appointment by relocation or placement (where required).

Responsibilities

Classified teachers

- Ensure eligibility criteria have been met prior to applying for relocation.
- Discuss relocation preferences/issues with relevant supervisor.
- Provide all relevant documentation as requested or, if circumstances or preferences change, provide updated information.

Principal / Assistant Regional Director / Regional Director

- Discuss relocation preferences/issues with applicant.
- Endorse applications for relocation.
- Endorse Verification sheet to confirm knowledge, skills and suitability for any position that is different from the employee's substantive position.



Human Resources Branch

- Respond to enquiries regarding relocation.

Applicant Review Panel (ARP)

- Make recommendations on eligibility.
- Make recommendations on category of application.

Talent Unit, Human Resources

- Process applications.
- Refer applications to ARP where relevant.
- Maintain records for application.
- Inform applicant of ARP recommendation.

Process

This process should be read in conjunction with the [Relocation process flowchart](#).

1. Discuss relocation preferences and apply for relocation

Principals should discuss preferences/issues with their regional director (RD) and/or assistant regional director (ARD) and can seek assistance from their relevant human resource team contact in region.

All other classified teachers should discuss preferences/issues with their principal in the first instance and can seek assistance from their relevant human resource team contact in region.

Classified teacher to provide completed [Relocation application form](#) to supervisor (RD/ARD/Principal) for endorsement with a copy emailed to the HR Branch. Completed application should include nominated [geographic areas](#) and relevant supporting documentation.

Applications can be submitted at any time and will continue to be considered until the employee withdraws their application or receives relocation.

2. Endorsement of application

The supervisor (RD/ARD/Principal) endorses the application (ensuring that the officer meets the below eligibility criteria) and emails the approved application to recruitmentteaching@qed.qld.gov.au.

Eligibility to apply for relocation is based on one of the following criteria being met:

- three years' service in a school with a transfer rating level of 1 to 5, in the same role
- two years' service in a school with a transfer rating level of 6 or 7, in the same role

- c) two years' service in any school in the same role, where the requested relocation is to a transfer rating 4 to 7 school
- d) displacement as a result of a school's loss of entitlement to a position.

The service period for criteria (a) to (c) must be in a single school location.

Relocations for eligible classified teachers are effected in priority order as follows:

- over entitled officers (e.g. loss of position, officer not appointed to re-banded role or position downgraded)
- unattached officers within their substantive region
- compassionate requests (exceptional hardship (EH))
- all other requested relocations (including compassionate for pressing personal circumstances (PPC)).

An eligible classified teacher may be recommended for relocation to any school within their nominated geographic preferences. An extensive list of location preferences will enhance an officer's prospects for relocation.

An officer will not be relocated outside their current geographic area if:

- an unsatisfactory work performance process is in progress / a case is before the Board of Review (unless the relocation will provide opportunities for professional development)
- a formal investigation is in progress
- disciplinary action is in progress
- the officer is on extended sick leave.

Refer to the [Transfer points guideline for relocation of classified teachers \(school leaders and heads of program\)](#) for further information about how transfer points are calculated.

3. Processing of application

Talent Unit, Human Resources will:

- acknowledge receipt of application within 14 days
- check details and confirm eligibility (using the eligibility criteria detailed in step 2)
- obtain additional information from employee where required
- refer the application to the ARP should the classified teacher be applying for relocation:
 - to a role which is different to their substantive role
 - for compassionate reasons
 - cross sector (continue to step 4).
- record application in HR system
- prepare documentation for ARP meeting

- accept amendments or withdrawals of applications.

4. ARP considers relocation applications

ARP considers and makes recommendations for:

- cross sector requests
- requests to other role types
- compassionate requests (determines category of EH or PPC).

Talent Unit advises employee about ARP recommendations.

5. Commence recruitment process

The classified teacher is now on the relocation list and can be considered for positions which become available, referring to the [Recruitment of classified teacher positions \(school leaders and heads of program\)](#).

Definitions

Applicant Review Panel (ARP)	The ARP consists of Director, Talent Unit, Principal Association nominee from each sector and nominees from the Queensland Teachers' Union.
Placement	A process through which the Director-General or nominee appoints an employee to a position outside of the relocation and recruitment processes.
Relocation	Movement of a classified teacher to another role following submission of a relocation application.
Classified teacher	The term classified teacher refers to a teacher whose substantive position aligns to Stream 2 or Stream 3 of the Teaching in State Education Award – State 2016 (Qld) and is employed under this Award.
Compassionate (EH)	<p>Teachers may apply for a compassionate transfer because of exceptional hardship in respect to themselves or a member of their immediate family. Exceptional hardship includes:</p> <ul style="list-style-type: none"> • serious medical circumstances and/or disabilities of a teacher and/or a member of their immediate family • demonstrated hostile environment arising from factors such as potential religious, racial or sexual persecution or harassment. <p>Supporting specialist medical evidence is essential for requests on exceptional hardship grounds and medical evidence from a general medical practitioner is not considered</p>

	<p>sufficient. Examples of relevant supporting documentation include written specialist evidence regarding a medical condition that requires a teacher to live in a particular location or documented specialist medical evidence that the existing location's environmental conditions are a catalyst for a chronic medical condition.</p> <p>Transfer expenses are not provided to a transfer applicant in these circumstances.</p>
Compassionate (PPC)	<p>Teachers may apply for a compassionate transfer because of pressing personal circumstances, including:</p> <ul style="list-style-type: none"> • separation from partner • lengthy travel arrangements arising from a departmental transfer over an extended period • medical conditions that do not meet the definition of exceptional hardship • partner's relocation for employment purposes. <p>Transfer expenses will only be granted if the teacher has completed the minimum service period required at their current base location prior to transferring.</p>

Legislation

- [Public Service Act 2008 \(Qld\)](#)
- [Transfer and Appointment Expenses \(Directive 11/11\)](#)
- [Teaching in State Education Award – State 2016 \(Qld\)](#)
- [Anti-Discrimination Act 1991 \(Qld\)](#)

Delegations/Authorisations

- [HR Delegations Manual](#) (DoE employees only)

Related policies

- [Recruitment and selection policy](#)

Related procedures

- [Recruitment of classified teacher positions \(school leaders and heads of program\)](#)

Guidelines

- Nil

Supporting information/websites

- [Relocation application form](#)

- [Verification sheet \(Classified teaching positions\)](#)
- [Transfer points guideline](#)
- [Transfer rating system – method of calculation](#)
- [Relocation process flowchart](#)
- [Teacher transfer ratings](#) (DoE employees only)
- [Geographic areas](#) (DoE employees only)
- [Relocation entitlements](#) (DoE employees only)

Contact

For enquiries regarding this process please contact your [Regional HR team](#) (DoE employees only).

Should you require any further assistance with this process, please forward your enquiry to Talent Unit (HR Services).

Email: recruitmentteaching.humanres@qed.qld.gov.au.

Review date

22/06/2020

Superseded versions

Previous seven years shown. Minor version updates not included.

2.0 Relocation of School Leaders and Heads of Program

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